



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

October 19, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-21

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Contacting OSUP

Garnishment Administration Unit (GA Unit)

The GA Unit is responsible for all areas that affect garnishment of wages of employees paid through ISIS HR. This includes the withholding and payment of all creditor garnishments, child support and alimony, federal and state student loans, federal and state tax levies and bankruptcies.

- A new telephone system was recently implemented to handle garnishment inquiries. Agencies must refer all garnishment inquiries or garnishment related problems to a member of the Garnishment Administration Unit at (225) 342-5332. This number is set up to rotate between employees of the unit and will be answered in the order they are received.
- Employees (or vendors) wishing to discuss garnishment issues in person with OSUP personnel **must** contact the Garnishment Administration Unit to make an appointment. At no time should an agency direct an employee to come to this office without first obtaining an appointment.
- GA Unit FAX number is (225) 219-4432.

Employees of the GA Unit are:

Laura Odom, Manager
Cynthia Spann
Chelette Jarrett

Dora Duncan
Patrick Faulk
Laurie Lee

Phone numbers for GA Unit employees will not be given out to employees, vendors, or agency personnel.

Benefits and Financial Administration Unit (BFA Unit)

BFA Unit responsibilities include the following:

- All payments for Group Benefits, credit unions; agency meals, uniforms, and housing; miscellaneous vendors; and employee wages
- Employee EFT bank reversal requests; ISIS HR reversals and replacements; and stop pay requests
- Yearly review of all current or new miscellaneous vendor applications
- Reconciliation of the payroll clearing fund in AFS to ISIS HR
- Review of the payroll posting to AFS for any J5 rejects and notification to all agencies affected
- Aged outstanding and abandoned property processes

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Phone numbers of employees of the Benefits and Financial Administration Unit are (225):

Stacey Guilbeau, Manager	342-5337	Angel Vernon	342-5344
Paula Rotolo	342-5357	Christi Sanchez	342-5345
Penny Jones	342-5354	BFA Unit FAX number	342-1650

Wage and Tax Administration Unit (WTA Unit)

The WTA Unit responsibilities include the following:

- All payments of federal and Louisiana state taxes, multi-state taxes, retirement, and tax shelters [457 and 403(b)]
- Special ISIS HR processing for employee refund of W-2 items, adjustments for W-2's, and W-2c's
- Reconciliation, preparation and reporting of 941 and W-2's
- Preparation of 1099's for interest payments and payments for deceased employees
- Liquidation of UPS clearing fund balances

Phone numbers of employees of the Wage and Tax Administration Unit are (225):

Andrea Hubbard, Manager	342-0715	Cindy McClure	342-1652
Rachel Bryant	342-1651	Rhonda Desselle	342-8928
Lawanna Green	342-0714	WTA Unit FAX number	342-1653

NOTE: There is no longer a UPS Help Desk. The phone number for the former UPS Help Desk (342-8928) is now being used by a member of the Wage and Tax Administration Unit. All ISIS HR system questions should be directed to the ISIS HR Help Desk at (225) 342-2677.

Administrative Staff

If at anytime you are unable to obtain the assistance you need from the units above, please contact a member of the OSUP Administrative Staff (225):

Jena Cary, Director	342-0718
Bernadine York, Assistant Director	342-5333
Kathy Bates, Administrative Assistant	342-0713
Administrative FAX number	342-1650

Please refer to the OSUP website for future updates on the information provided above.

JWC/kmb